



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed DEC 17 1973 74-6 JAN 10 1974	
2. Agency Application No. GFD-1		3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Game & Fish Division, Room 718 270 Washington Street Atlanta, Georgia		4. Person to Contact Terry Kile	
				5. Working Title Wildlife Biol. II	6. Tel. No. 656-3522
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1940 - date		9. Exact Series Title FEDERAL AID PROJECT REPORT FILE			
10. What is the function of the office in which this record series is created? The Game and Fish Division is responsible for the identification, protection, and conservation of the fish and wildlife resources of the state, and for providing fishing, hunting, and outdoor recreation opportunities to the public, improving the quality of the outdoor experiences of the citizens through education, public information, and law enforcement; providing public access to and use of wildlife habitats and natural areas on both public and private lands; and preserving the environment of rare and endangered species.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: the procurement of funds for and the operation of federal-aid projects at state fisheries and game management sites. Included are: Notice of Research Study (Form R4-285); Request for Advance or Reimbursement (Form CD-285); Project Agreement (Form 3-1552); Financial Plan (3-203); Itemization of Federal Aid Funds (Form R4-32); Schedule of Major Equipment Items; Plans, Specifications, and Estimates; Federal Aid Development and Operations Work Plan and Report Format; Monthly Progress Report; Annual Progress Report worksheet (Form 3-216). File is arranged: chronologically by fiscal year and thereunder numerically by federal project number.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		15	22	20 30	
Legal-size File Drawers				Floor Space Occupied (Square Feet) 18	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES 10 5 1 1	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency?
(portions of series in appropriate Federal Government Agencies) ☒ [] []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. In printed annual progress report ☒ [] []
16. Does the series contain classified information requiring security handling? [] ☒ []
17. Does the series initiate, amend or terminate agency policies and procedures? [] ☒ []
18. Could the function be performed if the files were lost or destroyed? ☒ [] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒ []
20. Does the record series provide data as input to an EDP file? [] ☒ []
21. Does the record series contain documentation produced as EDP printout? [] ☒ []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? (see #24) ☒ [] []
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] ☒ []

24. **REQUIREMENTS.** The following requires the files to be kept 8 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Guide to Record Retention Requirements (Rev. Jan. 1, 1973), VI 2.6.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 2 year(s):
- ☒ Transfer to ☒ State Records Center [] Local Holding Area; hold 6 year(s):
- ☒ Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

Federal aid projects are planned to last 5 years after implementation. Federal law requires that the records for each project be retained 3 years following the final payment at completion of the project. The Federal Aid Project Report file, therefore, should be retained a maximum of 8 years for audit, fiscal, and administrative purposes.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John Dean</i>	12/17/73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved [] Disapproved	<i>W. Hamilton</i>	1-10-74
	State Auditor/Designee <input checked="" type="checkbox"/> Approved [] Disapproved	<i>William M. Higin</i>	1-7-74
STATE RECORDS COMMITTEE	Secretary of State/Designee <input checked="" type="checkbox"/> Approved [] Disapproved	<i>Carroll H. H.</i>	1-4-74
	Attorney General/Designee <input checked="" type="checkbox"/> Approved [] Disapproved	<i>W. H. H.</i>	1-7-74